

DDO

ODP # D-488

07 APR 1980

MEMORANDUM FOR: Chief, IMS/DDO

THROUGH: Chief, European Division

FROM: Edward L. Sherman
Director of Finance

SUBJECT: Installation of Class A System Overseas

1. The Office of Finance is developing a microcomputer system (Class A) in coordination with ODP, OS/ISSG, OC, OL and IMS/DDO for recording and reporting financial accounting activity of Class A field stations. This is our first step toward meeting the objectives of the overall CRAFT development. Initially, Class A will be a "stand alone" system, but long range plans may lead to integration within the CRAFT environment.

2. We plan to provide each A station with a tempest approved microcomputer to perform the bookkeeping and reporting functions now accomplished manually. The system will allow each field finance officer to capture accounting data as each voucher is audited, the system will edit the data and update the appropriate ledgers. Only valid data can be accepted, thereby obviating month end imbalance problems. Month end activity will be accomplished by printing reports at the station for pouching to headquarters, and for telepouching the Schedules "E" (Expenses and Obligations) and "D" (Accountability Transfers) to headquarters without rekeying the data at the station. In addition to the traditional bookkeeping functions the system is being designed to provide past, current, and future budgetary data in detail previously unavailable to field stations or headquarters.

3. Before installing the system, each Class A station must be surveyed by a team from headquarters to 1) determine the best location for the microcomputer, 2) identify whether any renovations are needed prior to installation of the system, and 3) determine the mode of electronic data transfer to the communications system. The space needed for the equipment is approximately a 30" x 60" area; in addition, storage space is needed for supplies, i.e., paper, diskettes (unused and in use), ribbons, etc.

4. The Office of Communications (OC) will maintain the microcomputer equipment and they have requested us to install the system in their overseas area headquarter station before installation in other stations in that area. We have agreed to proceed with this philosophy.

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5. In coordination with the CRAFT effort our first installation will be at the [REDACTED] sometime after the beginning of calendar year 1981. This installation will allow us to assess the ability of the system to function in a Class A environment. This portion of the test will last at least sixty (60) days.

6. Once we have determined that the system has met the requirements for the domestic portion of the test we would plan on installing the system in three (3) Class A locations overseas. We propose that [REDACTED] be the first installation, to meet the OC request, followed by [REDACTED] at thirty (30) day intervals. If the system is accepted and approved for continued use at these locations we propose that the following stations have the system installed in the order shown:

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7. For planning purposes it is necessary to have your approval, at this time, of the locations that receive the Class A system.

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Edward L. Sherman

25X1A

Concurrence:

for C/EUR Division

25X1A

9 April '80
Date

Approved:

IMS/DDO

15 APR 1980
Date

Disapproved:

IMS/DDO

Date

SECRET

TRANSMITTAL SLIP		DATE
TO: Director of Data Processing		
ROOM NO. 2D00	BUILDING HQS.	
REMARKS: <p>ED 00 00 91 4/10/80 copy to Applications Processing D. J. C. E. 4/10/80</p>		
FROM: Director of Finance		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
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REPLACES FORM 10-R
WHICH MAY BE USED.

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